

MEMORANDUM FOR: Chief, Logistics Services Division, OL

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FROM

:

[REDACTED]
Chief, Plans and Programs Staff, OL

SUBJECT : Monthly Reporting of Vehicle Mileage and Fuel Consumption (U)

REFERENCE : Multi adse memo fm C/P&PS/OL, dtd _____, same subject
(OL O 0860)

1. The February mileage and fuel consumption report submitted in response to the referent has been received and reviewed. The data furnished is essential to monitor fuel consumption within the Agency, a necessary step to administer Presidential directives calling for increased fuel economy. The data will also enable senior-level management to report with a higher degree of accuracy the Agency's progress or lack thereof and to forecast future trends with a reasonable degree of confidence. Despite ~~these~~ Presidential directives calling for "extraordinary" efforts by all Departments and agencies to meet or exceed the 10 percent goal, our limited experience suggests that the Agency may well fall short of this goal if present trends continue unabated. It therefore becomes ~~important~~ ^{IMPERATIVE} that we begin to identify those components failing to achieve a mileage reduction for whatever reasons. To aid in obtaining this information, ^{REQUIRE} ~~we must have~~ separate totals for fuel dispensed each month from Motor Pool pumps to LSD and other component vehicles, rather than listing a total sum for both categories. Fuel dispensed to "other" components can be combined under one total for reporting purposes. Following is a suggested modification to the present reporting format which incorporates the desired information.

I. Fuel Consumption:

		<u>Gasoline</u>	<u>Diesel</u>
A. Dispense From Pumps			
(1) LSD Vehicles		_____ Gals.	_____ Gals.
(2) Other Component Vehicles		_____ Gals.	_____ Gals.
B. Purchased Commercially			
(1) OL Imprest Funds	\$Amount _____	_____ Gals.	_____ Gals.
(2) Credit Cards	\$Amount _____	_____ Gals.	_____ Gals.
C. Interagency Motor Pools		_____ Gals.	_____ Gals.
	TOTALS:	_____ Gals.	_____ Gals.

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2.

[REDACTED] is available to discuss at your convenience, this additional requirement or any other aspect of the mileage fuel consumption report.